10 cm

15 cm

Licence No:

Licence Expiry Date:

**COMPANIES COMMISSION OF MALAYSIA (AMENDMENT) ACT 2015**

**Section 20G(1)(b)**

**APPLICATION FOR RENEWAL OF COMPANY SECRETARY’S LICENCE**

|  |
| --- |
| **SECTION A : PARTICULARS OF APPLICANT** |
| Name (As per NRIC) |  |
| NRIC Number |  |
| Residential address |  |
|  |
|  |
| City |  |
| Postcode |  |
| State |  |
| Mobile Phone Number |  |
| Residential Phone Number |  |
| Personal Email Address |  |

|  |
| --- |
| **SECTION B : PARTICULARS OF COMPANY SECRETARY’S OFFICE**  |
| Name of Entity |  |
| Entity Number |  |
| Office Address |  |
|  |
|  |
| City |  |
| Postcode |  |
| State |  |
| Occupation |  |
| Office Phone Number |  |
| Office Fax Number |  |
| Office Email Address |  |

|  |
| --- |
| **SECTION C : PARTICULARS OF CONTINUOUS PROFESSIONAL EDUCATION (CPE) POINTS**  |
| Total CPE points collected for the past three (3) years from the last date of licence issued  |  |
| List of programmes / courses / seminars attended for CPE requirements | * *Please complete* ***Annexure 1*** *and attach certificate of attendance; and*
* *Ensure the number of CPE points accumulated in Annexure 1 is the same as the above information.*
 |

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| --- |
| **SECTION D : DECLARATION OF APPLICANT** |
| I …………………………………………………………………….. NRIC Number. …………………………………………… do solemnly and sincerely declare that:1. I am not disqualified under section 238(1) or have been issued with any show cause under subsection 238(2) of the Companies Act 2016;
2. I have not been convicted whether in or outside Malaysia of any offence involving fraud or dishonesty punishable on conviction with imprisonment for three months or more;
3. I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Act 2016;
4. I have complied with the terms and conditions of the licence; and
5. All information provided in this application and the annexure / documents attached is correct and true to my knowledge.
 |

**Signed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant)

Name :

Date :

**Attention:**

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not less than RM3 million or to both.

|  |
| --- |
| **LODGER INFORMATION** |
| Name | : |
| NRIC No | : |
| Address | : |
| Phone No | : |
| Email | : |

*Note : Lodger information must be the same as the applicant*

**ANNEXURE 1**

**LIST OF PROGRAMMES / COURSES / SEMINARS ATTENDED FOR CPE REQUIREMENTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Date Attended** | **Name Of The Programme / Course / Seminar**  | **Brief Description Of The Programme**  | **Organiser** | **CPE Points From SSM** | **CPE Points From Others** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL** |  |  |
| **GRAND TOTAL** |  |

CPE POINTS CARRY FORWARD :

GRAND TOTAL CPE POINTS :

CPE POINTS BROUGHT FORWARD :

(MAXIMUM BROUGHT FORWARD IS 20 CPE POINTS)